

WAUKESHA COUNTY SPECIFICATIONS
GENERAL TERMS AND CONDITIONS
FOR BROOM REFILL PURCHASES

NOTE: BIDDERS ARE REMINDED TO CAREFULLY EXAMINE THE BID AND SPECIFICATIONS UPON RECEIPT. IF NECESSARY, BIDDERS SHOULD MAKE A WRITTEN REQUEST TO THE PURCHASING AGENT WHOSE NAME APPEARS ON PAGE 1 OF THE BID, FOR INTERPRETATION OR CORRECTION OF ANY AMBIGUITY, INCONSISTENCY OR ERROR DISCOVERED.

ADDITIONALLY, IF IN YOUR OPINION, ANY OF THE TERMS AND CONDITIONS OF THIS SPECIFICATION OR BID PREVENT YOU FROM BIDDING, CONSIDERATION WILL BE GIVEN TO A BIDDER'S REQUEST FOR CHANGE.

ANY REQUESTS FOR CHANGES, CLARIFICATIONS, ETC. **MUST** BE SUBMITTED TO WAUKESHA COUNTY PURCHASING DIVISION **IN WRITING** AT LEAST **FIVE WORKING DAYS** PRIOR TO BID OPENING. REQUESTS RECEIVED AFTER THAT TIME **WILL NOT** BE CONSIDERED.

ANY CHANGES MADE AS A RESULT OF A WRITTEN REQUEST WILL BE ISSUED VIA A BID AMENDMENT TO ALL PROSPECTIVE BIDDERS AND IF NECESSARY, AN EXTENSION WILL BE MADE TO THE BID OPENING DATE. **AMENDMENTS WILL BE POSTED TO THE WAUKESHA COUNTY PURCHASING WEBSITE (www.waukeshacounty.gov).** BIDDERS ARE RESPONSIBLE FOR CHECKING THIS WEBSITE FOR ANY FUTURE AMENDMENTS, ETC., PRIOR TO THE OPENING DATE. ALL AMENDMENTS MUST BE RETURNED PRIOR TO THE OPENING DATE AS SPECIFIED IN THE AMENDMENT. BIDDERS WHO DO NOT RETURN THE AMENDMENTS MAY HAVE THEIR BIDS REJECTED. IF YOU ARE UNABLE TO ACCESS THE INTERNET, CONTACT THE BUYER LISTED FOR A HARD COPY.

BIDDERS ARE CAUTIONED NOT TO CHANGE ANY OF THE TERMS OR CONDITIONS IN THE BID AND/OR SPECIFICATIONS WITHOUT THE WRITTEN APPROVAL OF THE PURCHASING DIVISION. ANY UNAUTHORIZED CHANGES WILL CONSTITUTE A COUNTER OFFER AND WILL SUBJECT THE BID TO REJECTION.

General: It is the intent of this specification to describe the minimum requirements for broom refills to be purchased for Waukesha County. All items, details of construction, services or features not specifically mentioned which are regularly furnished in order to provide these items shall be furnished at the bid price and shall conform in strength, quality and workmanship to that usually provided by the practice indicated in this specification.

INQUIRIES: Inquiries regarding the bid and or specifications must be directed to Cindy Greco, Waukesha County Purchasing, 262-548-7889. The Waukesha County Purchasing Division has the sole authority for the modification of this specification or bid. This is to assure uniformity in the distribution of information. **Therefore, representations made by other personnel will not be considered when evaluating bid responses.**

DELIVERY: The price shall include delivery, fob destination, to the Waukesha County Central Fleet, 1641 Woodburn Road, Waukesha, WI 53188. Delivery to be within three – five days after receipt of order.

SPECIAL CONDITIONS: Continuation beyond 12/31 of any year is contingent upon the appropriation of funds by the Waukesha County Board of Supervisors.

Award of Contract: The Waukesha County Purchasing Division will be the sole judge of the quality and suitability of the equipment, materials and/or services offered in its determination of the successful bidder. Award will be made by item or in the aggregate, whichever is in the best interest of the County, to the lowest responsible and responsive bidder who can comply with the specifications and delivery requirements.

Waukesha County reserves the right not to award to vendors who have previously failed to perform satisfactorily.

State Sales Tax/Federal Excise Tax: Bids should not include Federal Excise and Wisconsin State Taxes as the County is exempt from payment of such taxes. State Statute No. 77.54(9a).

Safety Requirements: Equipment bid on shall meet all applicable safety requirements of the Wisconsin Industrial Commission and OSHA.

PRICING: Pricing must be firm for the first year of the contract period. This agreement can be extended for two additional one-year periods with all terms and conditions remaining the same. Pricing should be quoted assuming the procurement card (VISA Charge Card) will not be used (Reference Page 3, "OTHER"). Vendors should quote the **additional** percentage of discount that would be offered off the price quoted if the procurement card is used. Although quantities on the pricing sheet are estimates only and are no guarantee of what will be purchased, the estimated annual usage for all brushes is \$18,500.

Brand Names: References: If articles have been identified in the bid by a Brand Name and model number, such reference is intended to be descriptive but not restrictive. It is for the sole purpose of indicating to the prospective bidders a description of articles that will be satisfactory. Other items of equal quality may be considered. Samples and/or demonstrations may be required.

Substitutions: Unless the bidder clearly indicates in his bid that he is offering a different article, his bid shall be considered as an offering of the brand name article.

CANCELLATION: Waukesha County reserves the right to cancel this contract upon thirty days written notice if vendor deviates from the requirements of this bid/specification.

REJECTION: The County reserves the right to reject any items that do not conform to the Invitation to Bid and/or the specifications. All return freight charges associated with the rejected materials shall be borne by the vendor.

ORDER PLACEMENT/PAYMENT: The vendor's staff will not issue any products to anyone other than authorized, designed personnel.

All receipts for products shall have the printed name, signature and department name of the authorized/designated personnel receiving the items. Vendor's failure to obtain information shall result in non-payment by the County for purchase.

ADD-ONS: The County reserves the right to add, delete or acquire other types of broom refills that the vendor can supply that are similar to, but not specifically called for, in this bid.

In the event the successful bidder receives an order for items not specifically shown in the bid document and/or order form, they must:

- a. Bring it to the immediate attention of the Purchasing Agency.
- b. Notify the ordering agency in writing and refuse delivery.

The procedure for such acquisitions shall be as follows:

The Waukesha County Purchasing Division will send the vendor a letter requesting pricing for the item(s) to be added. The vendor, within three working days, should respond in writing and include the bid number, contract period and the price for each item requested. The right is reserved to accept or reject prices and obtain bids on the open market for these add-ons.

WAUKESHA COUNTY'S RESPONSIBILITIES: The Central Fleet Division will be notified by the Purchasing Division of award(s) and will be provided with the vendor's name, contact, copies of the applicable pricing and the guidelines for the contract.

OTHER: It is highly desirable, but not mandatory, that the successful vendor be able to accept a procurement card (VISA charge card) for payment processing. The County considers it an added cost to process payments outside of the procurement card program, therefore, if you are unable to accept a procurement card, this will be considered when evaluating responses.

_____ Yes, we can accept _____ No, we cannot accept

TECHNICAL REQUIREMENTS: Supply all information requested in the Invitation to Bid. Compliance is per line item description. All exceptions or equivalencies must be fully explained or documented.